Process	Review Allotment
Process Number	BD - 028

Description of Process

The Analyze Controlled Budgets inquire menu options let you review the budget information you enter, including journal entry detail for posted transactions. These panels display changes you make, available balances, current totals, and much more. In a series of inquiry panels, the last panel in the series provides a Print button that enables you to print a report of the journal detail that appears in the lower, scrolling portion of the panel.

Inquiring on allotments involves two panels—Available Funds and Journals.

Input to Process
Output of Process
Service Level Agreement Required? (if yes, provide a brief description)

PeopleSoft Panel Groups being Used

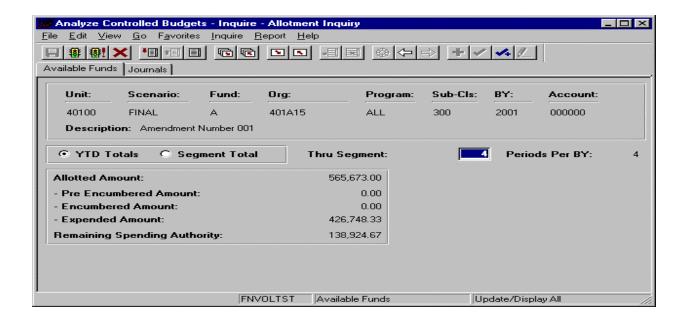
Function	Panel Group
Go, Process Financial Information, Analyze Controlled Budgets, Inquire	Allotment Inquiry

N/A

Business Process Description

Process Description	Responsi bility (Agency/ Centraliz ed)	
AVAILABLE FUNDS PANEL	Agency	
Step 1: Enter Budget Keys		
Enter the Budget keys for the budget you would like to review or enter your Business Unit and press OK. When you press OK, a list box with all your budgets appear, select from the list the budget you would like to review.		
Step 2: Reviewing Available Funds for an Allotment	Agency	
This panel gives a status of the amount allotted from the Appropriation Budget. That is, one can see the total allotted, pre-encumbered, encumbered, expended and remaining spending amounts.		
JOURNALS PANEL		
Click the Search button to review detailed, posted activity for this allotment on a journal-by-journal basis.		
Click the Print button to print a report of these journals. The report will initially be displayed in a Crystal Application, then if you click the print icon within the Crystal Application the report will print.		
Forms Used with Process (#)		
Process Flow Diagram (if appropriate):		
Process Signoff		
Tested By Date Tested		

AVAILABLE FUNDS PANEL



JOURNALS PANEL

